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Summer Class Calendar

July 7 – 9	Macromedia Dreamweaver I
July 14 – 16	Macromedia Dreamweaver II
July 14 – 31	Managing A Microsoft Windows 2000 Network Environment
July 21	MSDOS I
July 21 & 22	Fireworks 4.0 Introduction
“	Microsoft Access 2000 - Part I
July 22	MSDOS II
July 23 & 24	Flash MX: Level I
“	Microsoft Excel 2000 - Part I
July 25 & Aug. 1	Crystal Reports Design II
July 28 & 29	Microsoft Access 2000 - Part I
July 28 – 31	Introduction to Web Development Using HTML, PHP & MySQL
July 31 & Aug. 1	Microsoft Excel 2000 - Part I
Aug. 4 & 5	Enhancing Web Pages with JavaScript
Aug. 5 & 6	Microsoft Access 2000 - Part II
Aug. 6	Optimizing Your Web Site for Search Engines
Aug. 7 & 8	QuickBooks Pro I
“	Using Microsoft PowerPoint 2000
Aug. 11 – 14	Manipulating Data with SQL
Aug. 12 & 13	Microsoft Access 2000 - Part II
Aug. 14 & 15	Microsoft Publisher I
Aug. 16 – Sep. 27	Implementing a MS Windows 2000 Network Infrastructure
Aug. 18 & 19	QuickBooks Pro II
Aug. 19 & 20	Microsoft Excel 2000 - Part II
Aug. 20 & 21	Microsoft Project I
Aug. 21 & 22	Microsoft Word 2000 – Part I
Aug. 25 & 26	Microsoft Project II
Aug. 27 & 28	Microsoft FrontPage II

Watch for the Fall Schedule to be published in early August.

Mission Statement

State of New Hampshire
Division of Personnel
Bureau of Education and Training

Mission



The mission of the Division of Personnel, Bureau of Education and Training, is to provide quality education, training, and resource services to enhance the skills, knowledge, and abilities of government employees in providing services to the citizens of New Hampshire.

Guiding Principles

To meet our mission, the Bureau is committed to continuous improvement through the following principles:

- Providing quality training using skilled and knowledgeable trainers, facilitators, and teachers.
- Providing a variety of training opportunities and techniques to accommodate the individual needs of adult learners.
- Providing training resources and consulting services to government agencies.
- Providing training specified by RSA 21-I:42.

Staff

Peter G. Gamache, Director
Monika Bissell, Staff Development and Training Specialist
Dennis Martino, Staff Development and Training Specialist
James Ramanek, Computer Trainer/Program Developer
Ruth Viola, Program Assistant

Cadre of Trainers

Listed below are individuals we would like to thank for taking time out of their very busy schedules to provide training for state employees. Their help is essential to the success of our program.

Eileen Bernard, Katharine Daly, EAP Staff, Rosemary Faretra, Valerie Hamilton, Roxanne Juliano, Bonny John, Bob Lawson, Tom Manning, Lee Marden, Mary Ann Steele, Maureen Stimpson, Sheri Walter, Sara Willingham.

Registration Policy

- Bureau of Education and Training workshops and seminars are for all state, county, and municipal employees. Registration is on a first-come, first-served basis.
- Applications should be made on a Bureau of Education and Training registration form. Please complete each section and obtain required signatures. For courses with fees, follow the REGISTRATION SCHEDULE on the next page.

If your department is paying for you to attend a course, it is important that a copy of your registration form be forwarded to your payroll officer *to insure that payment is made.*

- To insure participants have the best possible learning experience, we limit class sizes. Therefore, we may not be able to accept everyone who applies for a program. Applicants who are not admitted to a program are placed on a waiting list and given preference for the same program at a later date.
- Workshops need the minimum number of people specified in the catalog to be presented. In the event that fewer than the minimum are enrolled, the workshop will be canceled and those signed up will be notified either in writing or by phone.
- Applicants will be notified of enrollment status approximately 10 days prior to the start of the course. If you have not heard from us by that time, please call us at 271-1434.
- Being admitted to a program means we are holding a place for you. If you find that you cannot attend, please let us know as soon as possible.
- The Bureau of Education and Training wishes to provide equal training opportunities to all participants. This includes providing equal access to training facilities. Please let us know, ***in advance***, if you require any special needs so that appropriate accommodations can be made.

NOTE: Your agency may have additional registration procedures. Please check with your supervisor for more information regarding registering for programs.

Registration Schedule and Form

To process payment for course registration, please use the following procedure:

State agencies:

- Process payment on an **intra-governmental payment voucher (PV)** using the following information: **Object Code 0803; Seller Account Dist: Fund 010; Agency: 014; Organization: 1048; Revenue Source: 7483**
- Include the class code under "vendor invoice info" and enter either participant name or number of participants (if more than one participant) under "description".
- Attach a copy of the PV to the registration form and forward to the Bureau of Education & Training.

Counties, municipalities, and employees paying for their own courses:

Attach a check made payable to **Treasurer, State of NH** to the registration form and forward to: Bureau of Education and Training, 25 Capitol St., Concord, NH 03301.

Bureau of Education and Training Registration Form

Return to: Bureau of Education and Training
New Hampshire Division of Personnel
25 Capitol Street, Concord, NH 03301
Fax: (603) 271-1422

YOU MAY PHOTOCOPY THIS FORM.

Course Title: _____ Course Code: _____

Course Date(s): _____ Cost: _____

Name: _____ Work Phone #: _____
(Please print name as it should appear on Certificate)

Department: _____ Division: _____

Work Address: _____

E-mail Address: _____

Name & Title of Immediate Supervisor: _____

Authorizing Signature of Supervisor: _____

Have you met the prerequisite(s) for this course, if any? Yes ____ No ____ N/A ____

To help us keep catalogue printing and distribution expenses at a minimum, please indicate below how you prefer to receive future copies of the Training Opportunities Catalogues:

☐ Internet/Website ☐ E-mail ☐ Printed copy by mail/messenger service

PLEASE NOTE: *It is your responsibility to attend all classes or send a replacement. For courses longer than one day, the person enrolled in the first session must attend all classes; classes cannot be split between individuals. Call 271-1434 (Ruth Viola) at least 5 working days prior to the start of your class to notify of any change.*

EMPLOYEE SIGNATURE: _____

Directions to Program Locations

Directions to Administrative Services Data Center (ASDC)

Follow directions for Fish and Game above. Turn in at entrance for Fish and Game and take the 2nd left. Follow this road to the back parking lot of the Health and Human Services Building where there are two flagpoles. This is the area where you will be entering the building. Parking after 8:30 can be difficult. Do **NOT** park in a reserved space. If you get lost, call 271-3761 and ask for directions.

Directions to the TechMarket Training Center

Located at Prescott Park, 105 Loudon Road in Concord. From **I-93 coming north**, take **exit 14**. At the bottom of the ramp, turn right toward Route 9/Loudon Road. Follow Loudon Road for approximately one mile. You will pass the State Office Park East on your left. Prescott Park is the set of brick buildings directly after Dunkin' Donuts on your left. The entrance to the parking lot is immediately after the last brick building. Training rooms are on the third floor of Building 3 (the building on the left when facing them from the road).

From I-93 going south take **exit 14** towards Route 9/Loudon Road. Turn left onto Loudon Road. (Follow directions above.)

Computer Training Programs

The **COMPUTER COURSES** listed below are offered by the NH Division of Personnel using a number of instructors. Please adhere to **PREREQUISITES** when registering.

All computer classes utilize Windows 2000 and the suite of Microsoft Office 2000 products. If the class is not part of the Microsoft Office suite, we try to use the most current version of the product. Watch for Windows XP classes to be offered soon.

If the computer class that you need is not listed, please call Jim Ramanek, at 271-3266. Every attempt will be made to provide such training if at all possible and feasible.

We also offer one-on-one training services as well as training at your site. Please contact Jim Ramanek for more information.

PREREQUISITE POLICY

Please, Please, Please,

adhere to the prerequisites for each course.

Prerequisites for computer classes are listed under each workshop. Please call (271-3266 – Jim Ramanek) if you have any questions.

If you are considering taking a level II course, you must have a fundamental understanding of how the software works. In addition, you must have a thorough understanding of how to work with and within the Windows environment.

Do not take a level II class immediately after taking a level I class. Allow yourself the time to develop practical skill sets and expertise before attempting the level II courses.

Failure to adhere to the prerequisites will result in two things: You will be overwhelmed and in need of a lot of help; the amount of material covered by the class will be dramatically reduced, in some cases by 50 to 75%.

Microsoft Word 2000 Part I

Code: 431
Duration: 2 days
Date: August 21 & 22, 2003
Time: 9:00 - 4:00
Cost: \$90.00
Number of participants: 8 – 12
Facility: ASDC, 4 Hazen Drive

This workshop is designed for new users of Microsoft Word. This workshop introduces participants to the basic skills required to use MS Word. Participants will learn how to: create, save, retrieve, edit, and print documents; navigate through documents, set margins, tab stops, and line spacing; perform character and paragraph formatting; insert special symbols and fields; control page appearance; create headers and footers; work with multiple documents; use proofing tools (spell checker, Thesaurus, grammar checker, AutoText, and AutoCorrect); use the find and replace command; insert files and graphics; and other features of Word. Completion of this workshop provides participants with the skills required to perform basic word processing tasks.

Who can benefit: All employees who need basic training in any version of MS Word.

Prerequisites: Introduction to Personal Computers, Introduction to Windows, and **experience** using any Windows operating system. You should:

- understand and be able to navigate the windows interface;
- be able to manipulate window size and position;
- possess a high level of confidence in using and controlling the mouse;
- understand various mouse click options;
- know the basic components of a PC and how they work together.

Microsoft Excel 2000 Part I

Code: 430
Duration: 2 days
Dates: July 23 & 24, 2003
July 31 & August 1, 2003
Time: 9:00 - 4:00
Cost: \$90.00
Number of participants: 8 – 12
Facility: ASDC, 4 Hazen Drive

This workshop is designed for new users of Microsoft Excel and introduces participants to the basic skills required to use MS Excel. You will learn how to: design, create, save, retrieve, edit, print, and navigate through worksheets; manage worksheets and workbook files; use cell and range selection techniques; enter data; create and edit formulas; use functions, function arguments and the Function Wizard; link worksheet and workbook data; format a worksheet; use relative and absolute cell addressing features; use productivity features like AutoEntry, AutoCorrect, and the Fill handle; and how to create charts. Completion of this workshop provides participants with the skills required to perform basic spreadsheet tasks.

Who can benefit: All employees who need basic training in any version of MS Excel.

Prerequisites: Introduction to Personal Computers, Introduction to Windows, and **experience** using any Windows operating system. You should:

- understand and be able to navigate the windows interface;
- be able to manipulate window size and position;
- possess a high level of confidence in using and controlling the mouse and you should understand the various mouse click options;
- know the basic components of a PC and how they work together.

Microsoft Excel 2000 Part II

Code: 435
Duration: 2 days
Date: August 19 & 20, 2003
Time: 9:00 - 4:00
Cost: \$90.00
Number of participants: 8 - 12
Facility: ASDC, 4 Hazen Drive

Participants in this intermediate workshop will learn to use the more complex features of Microsoft Excel to:

- Construct more complex formulas by combining and nesting formulas and functions
- Use absolute and mixed cell references
- Use Date and Time functions
- Use Text functions
- Use Lookup and reference functions
- Use Logical functions (If)
- Combine the different type of functions
- Work with named ranges
- Use database functions to manage lists
- Use the AutoFilter and Advanced Filter features to manage data
- Print formulas

The main emphasis in this class is complex formula construction. The class provides lots of hands-on experience creating more and more complex and nested functions, problem resolution with complex formulas and functions. If time permits, how to work with the data consolidation feature; create PivotTables; import and export data and create data tables.

Who can benefit: All employees who need intermediate or advanced Excel training, especially in regards to formula and function usage.

Prerequisites: Introduction to Personal Computers and a **working** knowledge of Windows and experience using any Windows version of Microsoft Excel. Working knowledge means you use this product on a day-to-day basis. You should:

- **possess a high level of confidence in creating Excel formulas and functions;**
- possess a high level of confidence in using and controlling the mouse, as well as possess an understanding of the various mouse click options;
- **understand** and be able to **navigate** the windows and Excel interfaces, including Standard and Formatting toolbars, menu structure and know how to create, edit and save worksheets.

Microsoft Access 2000 Part I

Code: 432
Duration: 2 days
Dates: July 21 & 22, 2003
July 28 & 29, 2003
Time: 9:00 - 4:00
Cost: \$90.00
Number of participants: 8 - 12
Facility: ASDC, 4 Hazen Drive

This course is designed for new users of Microsoft Access and introduces participants to the **basic** skills required to use MS Access and provides a general introduction to relational database concepts. Topics include:

- An introduction to databases and database terminology, tables and relationships
- An overview of access objects
- Table Design and creation
- Using primary keys
- Creating table relationships
- Editing, finding, filtering and sorting data
- Creating Select queries, defining criteria
- Creating and using simple forms
- Creating and using simple reports
- Class project

The above are suggested topics. The topics and material actually covered will be dependent upon student knowledge and ability. The class will move as far and as fast as student ability permits.

This workshop will focus on automating tasks by using MS Access Wizards. Completion of this workshop provides participants with the skills required to perform basic database tasks using MS Access.

Who can benefit: Employees using Access who need to learn how to create, use, and maintain databases; create database forms; or to generate basic queries and reports using Microsoft Access.

Prerequisites: Introduction to Personal Computers, Introduction to Windows, and **experience** using any Windows operating system. Excel course work or experience would also be beneficial.

Microsoft Access 2000 Part II

Code: 433
Duration: 2 days
New Dates: August 5 & 6, 2003
August 12 & 13, 2003
Time: 9:00 – 4:00
Cost: \$90.00
Number of participants: 8 – 12
Facility: ASDC, 4 Hazen Drive

This concerns itself with more complex Access queries. Topics include:

- Table design
- Working with multiple tables and table relationships
- Working with referential integrity
- Modifying table design
- Creating complex select queries and using the query properties window
- Using functions and computations in queries
- Using statistical computations in queries
- Creating new fields using queries
- Extracting and concatenating data
- Creating parameter queries and multi-table queries
- Using action queries (Make Table, Update, Delete, Append)

The above are suggested topics. The topics and material actually covered will be dependent upon student knowledge and ability. The class will move as far and as fast as student ability permits.

The concepts are applicable to older versions of Access. However, the Access user interface is slightly different for each version of Access. If you have questions, please call for more information.

Who can benefit: All employees who need advanced training in Microsoft Access queries.

Prerequisites: A **working** knowledge of Windows and experience using any Windows version of Microsoft Access. Working knowledge means you use this product on a day-to-day basis. You should:

- **possess a high level of confidence in creating queries, forms and reports;**
- **understand** and be able to **navigate** the Windows and Access interfaces, including toolbars, menu structures and how to create, edit and save tables, queries and reports.

Using Microsoft PowerPoint 2000

Code: 421
Duration: 2 days
Dates: August 7 & 8, 2003
Time: 9:00 - 4:00
Cost: \$90.00
Number of participants: 8-12
Facility: ASDC, 4 Hazen Drive

This workshop is designed for new users of Microsoft PowerPoint and introduces participants to the basic skills required to use MS PowerPoint. Topics include: introduction to the Microsoft PowerPoint window and design tools; presentation design; creating a presentation or slide show; using the drawing tools, inserting clip art and WordArt; organization charts and graphs; using templates and the slide master; managing a presentation using builds and transitions; and creating speaker's notes and audience handouts. Completion of this workshop provides participants with the skills required to create basic PowerPoint presentations.

Who can benefit: Any employee who needs to create and give standup presentations, PC based presentations or slide shows. The concepts taught in this workshop should be applicable to any prior version of PowerPoint.

Prerequisites: Introduction to Personal Computers, Introduction to Windows, and **experience** using any Windows operating system. You should:

- understand and be able to navigate the windows interface;
- be able to manipulate window size and position;
- possess a high level of confidence in using and controlling the mouse and you should understand the various mouse click options;
- know the basic components of a PC and how they work together.

Microsoft Publisher I

Code: 455

Duration: 2 days

Dates: August 14 & 15, 2003

Time: 9:00 – 4:00

Cost: \$90.00

Number of participants: 8 – 12

Facility: ASDC, 4 Hazen Drive

Publisher is a desktop-publishing software that is used to create: letterhead, newsletters, catalogs, envelopes, business cards, web pages and other publications.

Objectives:

- Publisher Toolbars and Menu Bar
- Create, Save and Print a Publication
- Use Wizards and Templates
- Work with Drawing Tools, Layers and Objects
- Create and Format Text
- Apply WordArt, Drop Caps, Borders, Shading and Shadows
- Table Creation and Formatting
- Create a Web Page
- Output a Publication for Offset Printing

Who Can Benefit: All employees who need to develop desktop-publishing skills.

Prerequisites: Introduction to Windows and a **working** knowledge of Microsoft Word. Working knowledge means that you use Word on a day-to-day basis, or that you have completed Word Level I training.

Additional Computer Classes

MSDOS I

Code: 456

Duration: 1 day

Dates: July 21, 2003

Time: 9:00 – 4:00

Cost: \$45.00

Number of participants: 8 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 106 Loudon Road
Building 3, 3rd Floor

This course provides a basic introduction to the Microsoft Disk Operating System (MS-DOS), operating system concepts, MS-DOS syntax and how to use basic disk, file and system management commands.

Objectives: This course is designed to provide students with an introduction to:

- Basic operating system components and functions
- DOS Syntax
- Wildcard usage
- The DOS prompt
- The difference between internal and external DOS commands
- Common DOS error messages
- Understand the concept of directories, sub-directories and paths
- Using Doskey
- Using disk preparation commands
- Using file management commands
- Using system related commands

Completion of this workshop provides participants with the skills required to execute basic MS-DOS commands including Attrib, Dir, Copy, Del, Doskey, Defrag, Fdisk, Format, Ren, Type, CLS, Label, VOL, Date, Time, VER, Chkdsk, Mem, MD, CD, RD, Deltree, Path and Prompt.

Who can benefit: Employees who desire training in MS-DOS or anyone considering entering the **Technical Support Specialist Training Program**.

Prerequisites: Introduction to Personal Computers, Introduction to Windows or comparable experience. If you have questions about the appropriate experience, please call Jim Ramanek (271-3266)

MSDOS II

Code: 457

Duration: 1 day

Dates: July 22, 2003

Time: 9:00 – 4:00

Cost: \$45.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 106 Loudon Road
Building 3, 3rd Floor

This course provides an introduction to the more advanced Disk Operating System concepts and more advanced Autoexec.bat, Config.sys, device drivers and disk, file and system management commands.

Objectives: This course provides an introduction to more advanced Microsoft Disk Operating System (MS-DOS) features and functions, including:

- Using XCopy
- Using Defrag
- Using Chkdsk
- Using Scandisk
- Creating batch files
- Using the Edit command
- Using Copy con
- The CONFIG.SYS and AUTOEXEC.BAT files
- Using Config.sys subcommands
- Creating an emergency repair disk
- Using MSD

Who can benefit: Employees who desire further training in MS-DOS or employees considering entering into the **Technical Support Specialist Training Program**.

Prerequisites: Introduction to Personal Computers, Introduction to Windows (or comparable experience) and MS-DOS I. If you have questions about the appropriate experience, please call Jim Ramanek (271-3266)

QuickBooks Pro I

Code: 463

Duration: 2 days

Date: August 7 & 8, 2003

Time: 9:00 - 4:00

Cost: \$90.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 106 Loudon Road
Building 3, 3rd Floor

This 2-day instructor-led QuickBooks introductory class is designed to deliver the following course objectives:

- Understanding the QuickBooks interface
- Working with Lists to set up accounts, customers, vendors, items, and jobs
- Customizing QuickBooks for your business
- Working with Forms to record business activities
- Creating your company's books from scratch, or by converting a Quicken® file
- Setting up inventory
- Preparing and processing estimates, invoices, bills, bill payments, credits, refunds, bank deposits, and customer statements
- Integrate your QuickBooks Pro report information with Microsoft Excel
- Set up and use QuickBooks Pro with multiple users on a network
- Tips and tricks to work more efficiently in QuickBooks

Course presentation is a mixture of lecture and hands-on. Students will set up a mock company and record day-to-day QuickBooks activities.

Who can benefit: Employees who use QuickBooks in their day-to-day work activities, those who are considering using QuickBooks, and people who are planning on moving their books to QuickBooks Pro.

QuickBooks Pro II

Code: 463A

Duration: 2 days

Date: August 18 & 19, 2003

Time: 9:00 - 4:00

Cost: \$90.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

Students will learn how to customize forms; work with credit card transactions, work with Asset, Liability and Equity accounts; create and customize reports and graphs; track and pay sales tax; manage payroll, complete job estimates, time tracking and costing; create customized letters and forms; and synchronize with Contact Management software.

Objectives of this workshop include:

- Create customized letters and forms
- Work with credit card transactions
- Work with Asset, Liability and Equity accounts
- Create and customize reports and graphs
- Prepare and interpret important financial reports
- Track and pay sales tax
- Manage payroll from setting payroll up thru tracking and paying tax liabilities
- Complete job estimates, time tracking and costing
- Set up and process federal and state payroll
- Creating and working with budgets
- Synchronize QuickBooks with Microsoft Outlook or ACT

Who can benefit: Students using QuickBooks for the first time will learn how to use the basic features of the software. Students who have used QuickBooks before will quickly learn the new features and functionality of QuickBooks 2001.

Crystal Reports II

Code: 469

Duration: 2 days

Date: July 25 & August 1, 2003

Time: 9:00 - 4:00

Cost: \$100.00

Number of participants: 6 – 12

Facility: TechMarket Training,
Inc.

Prescott Park, 106 Loudon Road
Building 3, 3rd Floor

This 2-day course is designed to increase report design skills and discover the advanced reporting power of Seagate Crystal Reports. Along with hands-on practice, the course covers architecture, Structured Query Language as it relates to Seagate Crystal Reports, advanced formula creation, Dictionaries, and Queries.

- Report Creation Review
- Sections
- Advanced Formulas
- Parameter Fields
- Subreports
- Cross-Tab Objects
- Report Design and SQL
- Queries
- Advanced Report Distribution

Who can benefit: Information Professionals or business users who need to become more proficient in creating and modifying reports within their organization.

Prerequisites:

- Students must have completed the Introductory Report Design course
- Students must have a proven working knowledge of Seagate Crystal Reports features including record selection, sorting, grouping and summarizing and formulas before attending the Advanced course.

Microsoft Project I

Code: 464

Duration: 2 days

Date: August 20 & 21, 2003

Time: 9:00 - 4:00

Cost: \$90.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 106 Loudon Road
Building 3, 3rd Floor

This workshop will provide a basic understanding of project management using Microsoft Project 2000. No prior knowledge of this package is required. Main topics covered include:

- Project Management - Introduction to Project 2000.
- Creating a Project - Project information.
- Outlining - Creating and Using the Outline.
- Subprojects.
- Resources - Assigning Resources.
- Resource Views.
- Adding Material Resources.
- Calendars - Base Calendars.
- File Management - Opening and Saving a Project.
- Setting Lead and Lag Times - Managing Resources.
- Customizing Views, Tables and Toolbars - Customizing Graphical Views.
- Project Costs - Scheduling Task Constraints.
- Tracking the Project - Entering Actual Information.

Who can benefit: Anyone who would like better control over management issues such as project management, resource allocation, and time management.

Prerequisites: Previous experience using Microsoft Windows 98, 2000 or XP. You will get the most of this course if you have some familiarity with Microsoft Office.

Microsoft Project II

Code: 465

Duration: 2 days

Date: August 25 & 26, 2003

Time: 9:00 - 4:00

Cost: \$90.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 106 Loudon Road
Building 3, 3rd Floor

In the Microsoft Project 2000: Level 2 course, you will learn how to track and modify a project that is in progress. Specifically, you will create a baseline plan and track an active project; manage tasks that will occur in the future and work with resource needs; customize Microsoft Project and work with data in other applications; and work with resource pools and consolidated projects. Course objectives include:

- Creating a baseline plan
- Previewing a baseline report
- Clearing a baseline
- Modifying the environment for tracking
- Entering data for completed tasks
- Entering actual data for tasks in progress
- Adjusting the schedule of future tasks
- Setting and displaying an interim plan
- Work-hour considerations
- Customizing resource reports
- Working with views, toolbars and macros and global settings
- Importing data and Exporting data
- Working with a resource pool
- Working with subprojects and master projects

Who can benefit: Anyone who is currently using MS Project to manage projects.

Prerequisites: You will get the most of this course if you have some familiarity with Microsoft Office. You must have previous experience with Microsoft Project or have taken Microsoft Project I.

Microsoft FrontPage II

Code: 467

Duration: 2 days

Date: August 27 & 28, 2003

Time: 9:00 - 4:00

Cost: \$90.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.

Prescott Park, 105 Loudon Road

Building 3, 3rd Floor

This focus of FrontPage 2000 II is to provide a hands-on environment for exploring more advanced features of FrontPage 2000. Topics covered include:

- Reviewing of the Basics
- Use advanced features such as Navigation view, Shared Borders, and themes, to create a coherent and attractive web site
- Structure a web page by using tables
- Setting up and using frames
- Create a form on a web page
- Work with data bases
- Add dynamic multimedia components to a web page (Applets, Plug-Ins, and Scripts)
- Work with HTML code
- Enhance web pages by using Dynamic HTML, cascading style sheets, and by creating Channels
- Using Advanced Navigation Features
- Working with HTML Code
- Maintaining Web Security

Who can benefit: Anyone who needs to learn more advanced features of FrontPage 2000.

Prerequisites: You will get the most of this course if you have some familiarity with Microsoft Office and browsing the Web using Internet Explorer or Netscape Navigator. FrontPage 2000 I.

Macromedia DreamWeaver I

Code: 473

Duration: 3 days

Dates: July 7, 8 & 9, 2003

Time: 9:00 - 4:00

Cost: \$150.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

This hands-on DreamWeaver web page design workshop provides training in the following topics:

- DreamWeaver Basics
- Getting started and organizing your site
- Designing a site and working with Text
- Defining a site and specifying page properties
- Switching between design and code view
- Adding text to a page and working With Graphics
- Working with links and images
- Site versus document relative links
- Linking to named anchors
- Designing your pages
- Libraries and style Sheets
- Enhancing web sites with tables and frames, and uploading
- Making resizable tables

Who can benefit: Any employee who would like to use Macromedia's DreamWeaver to create professional looking web sites.

Prerequisites: Previous experience with HTML is helpful but not necessary.

Macromedia DreamWeaver II

Code: 493

Duration: 3 days

Date: July 14, 15 & 16, 2003

Time: 9:00 - 4:00

Cost: \$150.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.

Prescott Park, 105 Loudon Road

Building 3, 3rd Floor.

DreamWeaver Level II is an advanced course that will introduce you to advanced concepts of the DreamWeaver 4.0 Web development application. In this course, you will expand on the knowledge you gained in the DreamWeaver 4.0 Level I course. You will work with advanced Web site creation features including libraries and behaviors. In addition, you will utilize many of the new features available within the HTML 4 standard including style sheets and layers. Topics covered include:

- Rollovers and Navigation Bars
- Libraries
- Defining Head Elements and Managing Keyboard Shortcuts
- Style Sheets
- Layers
- The History Palette
- Browser Targeting
- Coding Tools

Who can benefit: Those looking to extend and increase their DreamWeaver and Web design skills.

Prerequisites: DreamWeaver 4.0 Level I or equivalent knowledge.

Fireworks 4.0 Introduction

Code: 475
Duration: 2 days
Date: July 21 & 22, 2003
Time: 9:00 – 4:00
Cost: \$95.00
Number of participants: 6 – 12
Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

In this course, you'll use Macromedia Fireworks to create vector graphics, edit bitmap graphics, optimize images, and create and assign rollover effects for the Web. Topics covered include:

- The Fireworks Environment
- Creating Vector Graphics
- Transforming Vector Images and Effects
- Bitmap Images
- Using Text
- Optimizing Graphics for the Web
- Hotspot Links
- Slicing and Rollovers

Who can benefit: Anyone who uses Fireworks and would like to increase their knowledge of Fireworks' graphic editing capabilities. Also, anyone who currently designs web pages and would like to enhance those web pages using Fireworks.

Prerequisites: Basic understanding of your computer's operating system.

Flash MX: Level 1

Code: 477
Duration: 2 days
Date: July 23 & 24, 2003
Time: 9:00 – 4:00
Cost: \$95.00
Number of participants: 6 – 12
Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

Flash MX: Level 1 is a hands-on course that will introduce you to the basics of creating objects and animating in Macromedia's Flash MX. You will explore the basics of Flash, including tools and features, and will create different types of animation. Finally, you will publish material to the Web or a local Intranet. Topics covered include:

- The Flash Environment
- Drawing and Painting
- Manipulating Objects
- Working with Text
- Multiple Layers in a Movie
- Creating Animation
- Publishing Your Flash Movie

Who can benefit: Anybody who would like to improve the look and feel of their web site(s) using the wide range of tools available in Macromedia Flash.

Prerequisites: Familiarity with your computer's operating system and basic operation.

Manipulating Data with SQL (Structured Query Language)

Code: 486

Duration: 4 days

Dates: August 11, 12, 13 & 14, 2003

Time: 9:00 – 4:00

Cost: \$395.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

Students will learn basic, intermediate, and advanced querying techniques. Students will learn how to add, update, and delete data, tables, views, and indexes. The course will be taught using SQL Server. But, the goal is to teach the SQL command language and not SQL Server specifically. Where possible, mention of Oracle and other DBMS techniques will be included. Topics covered include:

- Introduction to databases and SQL
- Introduction to the SELECT statement
- Calculating data
- Selecting specific rows
- Grouping data
- Multi-table queries
- Querying with unions and advanced joins
- Querying with sub queries
- Adding data
- Updating and removing data
- Manipulating tables and views
- Manipulating indexes
- Ensuring data integrity with transactions
- Creating databases

Who can benefit: Anybody who would like to learn concepts and practical techniques for SQL databases and RDBMS (Relational Database Management Systems). Potential students include power users, end users, and developers of data access methods.

Prerequisites: Experience with the Windows Operating System environment.

Enhancing Web Pages with JavaScript

Code: 489
Duration: 2 days
Dates: August 4 & 5, 2003
Time: 9:00 – 4:00
Cost: \$95.00
Number of participants: 6 – 12
Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

Students will learn how to add various JavaScript enhancements to Web sites. Topics covered include:

- JavaScript: The What, Where, and How
- JavaScript Basics
- Object References and Control Structures
- Interactive Images Dynamic Styles and Positioning
- Windows and Frames
- Form Data Verification

Who can benefit: Students who would like to improve their Web sites using the client-side functionality provide by JavaScript.

Prerequisites: Experience with HTML programming.

Optimizing Your Web Site for Search Engines

Code: 491
Duration: 1 day
Dates: August 6, 2003
Time: 9:00 – 4:00
Cost: \$45.00
Number of participants: 6 – 12
Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

So, you have just produced the best Web site ever created. Now, how do people find their way to your Web site? One option is to spend thousands of dollars on advertising fees. However, very few have the luxury of a large advertising budget. Every day millions of people use search engines to find the information they are looking for. This class will show you proven techniques for getting your site listed on the top-ten search engines. Topics covered include:

- Identifying the Top Ten Search Engines
- Using Meta-tags Effectively
- What is dmoz?
- What Keywords Are People Searching For?

Who can benefit: Individuals who would like to increase traffic to their Web site(s).

Prerequisites: Basic experience with Web content creation.

Introduction to Web Development Using HTML, PHP & MySQL

Code: 490
Duration: 4 days
Dates: July 28, 29, 30 & 31, 2003
Time: 9:00 – 4:00
Cost: \$200.00
Number of participants: 6 – 12
Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

PHP (PHP: Hypertext Processor) has recently surpassed Microsoft's ASP (Active Server Pages) as the leading server-side scripting language for use on the World Wide Web. PHP is used on over four million Web server's on the Internet to provide services such as e-commerce, e-government, inventory management, and much more. PHP has been designed to easily interact with the open-source database MySQL. MySQL provides many of the features required of larger, more expensive databases such as Oracle and Microsoft's SQL Server. By learning the two technologies together you will have the basic tool necessary to create interactive web services. Both of these technologies are open-source which means you can download them for free and save significant amounts of money on your Web development project. Topics covered include:

- Creating a Web Page Using HTML
- Structuring Content
- Linking Web Pages Using HTML
- Formatting Text in HTML
- Creating HTML Tables
- Common PHP Script Elements
- File and Directory Handling via PHP
- Processing Forms in PHP
- Addressing the Stateless Nature of HTTP
- Using the SELECT & INSERT Commands in MySQL
- Using the UPDATE & DELETE Commands in MySQL
- Accessing Databases with PHP
- Several Structured Labs

Who can benefit: Those looking to build sophisticated dynamic Web sites for either e-government, content management, or a myriad of other uses.

Prerequisites: Experience with Windows operating systems, mouse and word processing skills, and previous use of the Internet. **Basic experience with programming, scripting,** or databases will help but is not necessary. DreamWeaver I or basic understanding of HTML.

Web Development Track

Code: 492

Duration: 17 days (total)

Date: July 7 – August 6, 2003
(See individual course listings)

Time: 9:00 – 4:00

Cost: \$745.00

Number of participants: 6 – 12

Facility: TechMarket Training, Inc.
Prescott Park, 105 Loudon Road
Building 3, 3rd Floor

This comprehensive course will open the beginner or intermediate Web developer to new possibilities in their Web development projects. The following list makes up the component courses:

- Dreamweaver 4.0 Level 1 - July 7-9, 2003
- Dreamweaver 4.0 Level 2 - July 14-16
- Fireworks 4.0 Introduction - July 21 & 22
- Flash MX: Level 1 - July 23 & 24, 2003
- Introduction to Web Development Using HTML, PHP, & MySQL - July 28-31, 2003
- Enhancing Web Pages with JavaScript – Aug 4 & 5, 2003
- Optimizing Your Web Site for Search Engines – August 6, 2003

Course descriptions may be found elsewhere in this catalog. By purchasing the entire track, students **save \$85** on the cost of the track if purchased separately.

Students who have enrolled in this Web Development Track may register for any one or more of the following courses at the reduced rate of **\$80**:

- Flash MX: Level 2
- PhotoShop 7.0 Level 1

Who can benefit: Anyone looking to create dynamic, engaging, and well designed Web sites.

Prerequisites:

- You are an experienced operating system user (you use windows on a daily basis, feel very confident performing tasks in the operating system environment and using operating system applets);
- You are an experienced Internet user (You use a web browser frequently, know how to change browser settings and feel pretty confident using search tools);
- You are Familiar with application interfaces (You use some windows application on a daily basis and experience a high level of confidence doing so).

TECHNICAL SUPPORT SPECIALIST TRAINING PROGRAM

A program designed to provide personnel with the skills and knowledge needed to become a **Technical Support Specialist**

Sponsored by the Bureau of Education and Training, NH Division of Personnel, and provided by TechMarket Training, Inc.

The Technical Support Specialist Training Program will be offered in the fall catalog.

Microsoft Classes Offered by TechMarket Training & Daniel Webster College

TechMarket Training, Inc. and Daniel Webster College have partnered to provide top-quality Microsoft training at affordable prices. These courses will improve your skills and help prepare you for Microsoft certification (MCP, MCSA, or MCSE) if you choose to pursue certification. You may choose to purchase courses **with** or **without** college credit.

Below is a list of courses, related Microsoft exams, credits, and prices:

Course		Exam(s)	Credit(s)	Price w/o Credit/Credit
NT2153	Implementing a Microsoft Windows 2000 Network Infrastructure (5 days)	70-216	2	\$800 / \$1000
NT2126	Managing a Microsoft Windows 2000 Network Environment (5 days)	70-218	2	\$800 / \$1000

Technical Class Schedule

Location	Course	Dates	Start Time	End Time	Running Total
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Portsmouth

NT2153 Implementing a Microsoft Windows 2000 Network Infrastructure

Portsmouth	08/16/2003 - Saturday	9:00 AM	4:00 PM	6 Hours
Portsmouth	08/23/2003 - Saturday	9:00 AM	4:00 PM	12 Hours
Portsmouth	08/30/2003 - Saturday	9:00 AM	4:00 PM	18 Hours
Portsmouth	09/06/2003 - Saturday	9:00 AM	4:00 PM	24 Hours
Portsmouth	09/13/2003 - Saturday	9:00 AM	4:00 PM	30 Hours
Portsmouth	09/20/2003 - Saturday	9:00 AM	4:00 PM	36 Hours
Portsmouth	09/27/2003 - Saturday	9:00 AM	4:00 PM	42 Hours

Concord

NT2126 Managing a Microsoft Windows 2000 Network Environment

Concord	07/14/2003 - Monday	9:00 AM	12:00 PM	3 Hours
Concord	07/15/2003 - Tuesday	9:00 AM	12:00 PM	6 Hours
Concord	07/16/2003 - Wednesday	9:00 AM	12:00 PM	9 Hours
Concord	07/17/2003 - Thursday	9:00 AM	12:00 PM	12 Hours
Concord	07/18/2003 - Friday	9:00 AM	12:00 PM	15 Hours
Concord	07/21/2003 - Monday	9:00 AM	12:00 PM	18 Hours
Concord	07/22/2003 - Tuesday	9:00 AM	12:00 PM	21 Hours
Concord	07/23/2003 - Wednesday	9:00 AM	12:00 PM	24 Hours
Concord	07/24/2003 - Thursday	9:00 AM	12:00 PM	27 Hours
Concord	07/25/2003 - Friday	9:00 AM	12:00 PM	30 Hours
Concord	07/28/2003 - Monday	9:00 AM	12:00 PM	33 Hours
Concord	07/29/2003 - Tuesday	9:00 AM	12:00 PM	36 Hours
Concord	07/30/2003 - Wednesday	9:00 AM	12:00 PM	39 Hours
Concord	07/31/2003 - Thursday	9:00 AM	12:00 PM	42 Hours

2153 Implementing a Microsoft Windows 2000 Network Infrastructure

Code: 2153

Duration: 42 hrs

Number of participants: 6 – 12

Cost: \$800 or \$1000 w/ Credits

Facilities:

TechMarket Training, Inc.
Daniel Webster College Training Center
119 International Drive, Portsmouth

DWC Portsmouth: 7 days, 9:00 AM – 4:00 PM

Starting Date: August 16, 2003

Dates: See schedule for complete list of dates

This course is for support professionals who are new to Microsoft Windows® 2000 and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. It also provides students with the prerequisite knowledge and skills required for Course 2154, Implementing and Administering Microsoft Windows 2000 Directory Services. At the end of the course, students will be able to:

- Configure the DHCP Server service.
- Configure the DNS Server service.
- Configure WINS.
- Configure network security protocols.
- Configure network security by using Public Key Infrastructure (PKI).
- Configure network security by using Internet Protocol Security (IPSec).
- Configure remote access to a network.
- Support remote access to a network.
- Extend remote access capabilities by using Internet Authentication Service (IAS).
- Configure Windows 2000 as a network router.
- Configure Internet access for a network.
- Configure a Web server.
- Deploy Windows 2000 Professional by using Remote Installation Services (RIS).
- Manage a Windows 2000 network.
- Identify and resolve network connectivity problems by using Windows 2000 troubleshooting tools and utilities.
- Enable network connectivity between NetWare, Macintosh, and UNIX networks.

Who can benefit: This course will help the student prepare for the following Microsoft Certified Professional exam:

- Exam 70-216, Implementing and Administering a Microsoft Windows 2000 Network Infrastructure

Prerequisites: Successful completion of Course 2152, Supporting Windows 2000 Professional and Server, or equivalent skills and knowledge.

2126 Managing a Microsoft Windows 2000 Network Environment

Code: 2126
Duration: 42 hrs
Number of participants: 6 – 12
Cost: \$800 or \$1000 w/ Credits

Facilities:

TechMarket Training, Inc.
Prescott Park, Building 3, 3rd Floor
105 Loudon Road, Concord

Concord: 14 days, 9:00 AM – 12:00 Noon
Starting Date: July 14, 2003

Dates: See schedule for complete list of dates

The goal of this instructor-led course is to provide the knowledge required by system administrators, network administrators, and IT professionals who implement, manage, and troubleshoot existing network and server environments based on the Microsoft® Windows® 2000 operating system. These skills are generally required in medium to large organizations that maintain 200 to 26,000 user desktops and servers, spanning two to 100 physical locations by using local area networks (LANs) and the Internet or intranets. Additionally, this course provides the skills and knowledge that Microsoft Certified Systems Administrator (MCSA) certification candidates need to prepare for Microsoft Certified Professional Exam 70-218: Managing a Microsoft Windows 2000 Network Environment. After completing the course, students will be able to:

- Publish and maintain printers and shared folders.
- Delegate administrative control of an organizational unit.
- Install and configure the Domain Name System (DNS) service.
- Identify Active Directory® directory service replication latency issues and resolve conflicts that result from replication.
- Implement Group Policy to centrally manage users and computers.
- Manage users' desktops and software by using Group Policy.
- Implement security settings and account policies by using Group Policy.
- Implement and manage Web-based services in an intranet.
- Implement Remote Access Service (RAS) and manage remote access by using remote access policies.
- Implement and manage the Dynamic Host Configuration Protocol (DHCP) service.
- Implement name resolution for client computers by using DNS and Windows Internet Name Service (WINS).
- Troubleshoot client computer startup and user logon problems.

Prerequisites: Before attending this course, students must have completed:

- NT2151—Microsoft Windows 2000 Network and Operating System Essentials.
- NT2152—Implementing Microsoft Windows 2000 Professional and Server.